

Teacher's Plan for this unit



This is a suggested timeline with activities where Teacher's click in the radio buttons to record completion of tasks, thereby tracking their own performance and managing their course workload.

	<p>Pre-start:</p> <p>Create a welcome message</p> <p>Audio Files: Introduce students to the course by uploading a short audio file. Not sure how to do this? Click here for a tutorial.</p> <p>PDF the script you used for students who cannot access the audio file.</p> <p>Now upload your web-sized photo to the Welcome page:</p> <p>Image Files: Associating a face to a name makes an online course personable. Images on a web page should be a small size though, or it can make the page slow to load. Don't know how to resize your photos? Click here for a tutorial.</p> <p>Add your photo again to the Members page.</p> <hr/> <p>Set Assessments for marking: Select 'edit' on the Assessments pages and check the 'Total marks' field has been completed, the result format is set to 's,u/s', the 'Generate a receipt on submission' is 'checked' and the 'Receipt mail format' is as follows:</p> <p>[assessTitle] - [assessUser]</p>
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○	<p>[moduleName] Your submission for the above Assessment has been processed. Do not reply to this automated message.</p> <hr/> <p>Set forums: refer Staff Support Site my.TAFE group for full instructions on setting up and managing forums.</p> <hr/> <p>Set up the chat room: Topic: One Can of Cola - is a Bottle of Water any better</p> <p>Welcome Message (set your date): Welcome to this chat room. This is like instant messaging, and is text based discussions in real time. The next planned session on this topic is on Friday 23 July, 10:00am, so join me if you can</p> <hr/> <p>Set up a 'First access to a course' Alert via the Janison Review area so you can be advised via automated email when a student first enters the study group.</p> <hr/> <p>Check the learning resource weblinks are still current and advise of any link rot (where the link doesn't work)</p>
○	<p>Week 1:</p> <ul style="list-style-type: none"> • Check all students have emailed you, so you can be confident their address is correct. Send a Welcome Announcement which includes date for scheduled chat session and reminder for students to check the Lesson Plan. • Phone students and check they complete the "Sustainability and You" questionnaire. • Remind them of the chat session time and date.

	<ul style="list-style-type: none"> • Provide comment to activities • Provide feedback to all forum posts in discussion for the topic "What I am doing right now to be more sustainable"
○	<p>Week 2:</p> <ul style="list-style-type: none"> • Review the "Sustainability and You" questionnaire that students should have completed in Week 1 and post the group results (without names) to a forum titled "Survey Results". • Lead discussion in the scheduled Chat Session on "One Can of Cola - is a Bottle of Water any better?" Go to 'Options' and change the view to 'all lines'. Print the script as a PDF and save it to a forum titled "Chat Session" for those who missed the session. • Find out what your ecological footprint is.
○	<p>Week 3:</p> <ul style="list-style-type: none"> • Clear the chat room and call it 'class discussion area: participation in this space must follow the TAFE QLD Student Rules' • check Teachers Common Tasks for assessment submissions • Provide feedback to all forum posts for the topic "How I can make a difference"
○	<p>Week 4:</p> <ul style="list-style-type: none"> • check Teachers Common Tasks for assessment submissions • Respond to any emails students have sent you identifying ways their workplace could be more climate smart using the Janison email tool (so it is recorded in the group email log) • Phone students to check how they are progressing. Follow up any who are yet to complete Assessments 1 & 2. • Post an Announcement advising close of study date and advice that students may be issued a 'not yet competent' result if all assessments are not completed before this

	date.
○	<p>Week 5:</p> <ul style="list-style-type: none"> • Mark Assessments: all outstanding submissions • Email 'completion of studies' message giving general overall feedback, request the student completes the 'Completion of Study Survey', and advise grade result using Janison email tool.
○	<p>post studies</p> <ul style="list-style-type: none"> • Request grade results be processed. • close group: <ul style="list-style-type: none"> ○ archive forum threads ○ close chat room ○ review survey results and initiate any improvement opportunities ○ moderate assessment feedback with peer teacher

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